



Republic of the Philippines  
OFFICE OF THE SECRETARY  
Elliptical Road, Diliman, Quezon City,  
1100 Philippines  
Tax Identification Number: 000-845-895



DA-CO-AS-SO20230307-00061

**SPECIAL ORDER**

NO. 413  
SERIES OF 2023

**SUBJECT : CREATION OF BIDS AND AWARDS COMMITTEE – 1, BIDS AND AWARDS COMMITTEE - 2, SECRETARIAT AND TECHNICAL WORKING GROUP AT THE DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE**

Pursuant to Section 11.1.2 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, the Head of the Procuring Entity (HoPE) may create separate Bids and Awards Committees where the number and complexity of the items to be procured shall so warrant, for practical intents and purposes. As such, two separate Bids and Awards Committees are hereby created as follows:

**I. THE BIDS AND AWARDS COMMITTEE (BAC)**

**A. COMPOSITION**

**1. Bids and Awards Committee (BAC) – 1**

**a. Regular Members**

Chairperson	:	<b>Assistant Secretary JAMES A. LAYUG, MNSA</b> DA Inspectorate and Enforcement
Vice-Chairperson	:	<b>Director ARMANDO R. CROBALDE, JR.</b> Officer-in-Charge, Legal Service
Member	:	<b>Director HONORIO C. FLAMEÑO</b> Information and Communications Technology Service

**b. Provisional Members**

An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement, to wit:

Goods	:	<b>RONALD C. PAMITTAN</b> Chief, General Services Division
Infrastructure	:	<b>Engr. JANICE P. VARGAS</b> Bureau of Agricultural and Fisheries Engineering
Consulting	:	<b>JUNIBERT E. DE SAGUN</b> Officer-in-Charge, Agribusiness and Marketing Assistance Service
ICT Equipment/ Peripherals/Related	:	<b>XERXEES R. REMOROZO</b> Chief, ICT Planning and Standards Division



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Printing Services : **BETHZAIDA B. SARIAN**  
and other Media Affairs : Agriculture and Fisheries  
(i.e. electronic boards, Information Division  
television and radio  
advertisements, newspaper  
publication and the like)

- a. A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures.

## 2. Bids and Awards Committee (BAC) – 2

### a. Regular Members

Chairperson : **Assistant Secretary PAZ J. BENAVIDEZ II**  
Regulations

Vice-Chairperson : **Director FERNANDO D. FLORES**  
Project Development Service

Member : **JULIET R. MANGUERRA**  
Chief, Database Management Division

### b. Provisional Members

An officer who has technical expertise relevant to the procurement at hand, and, to the extent possible, has knowledge, experience and/or expertise in procurement, to wit:

Goods : **RONALD C. PAMITTAN**  
Chief, General Services Division

Infrastructure : **Engr. JANICE P. VARGAS**  
Bureau of Agricultural and Fisheries  
Engineering

Consulting : **JUNIBERT E. DE SAGUN**  
Officer-in-Charge, Agribusiness and  
Marketing Assistance Service

ICT Equipment/  
Peripherals/Related : **XERXEES R. REMOROZO**  
Chief, ICT Planning and Standards  
Division

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- b. A representative from the end-user or implementing unit who has knowledge of procurement laws and procedures.





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### 3. Observers / Non-voting Members

- i. Representative from the Commission on Audit
- ii. Representative from the Department of Agriculture Employees Association
- iii. Representative from the Academe
- iv. Representative from the Religious Sector
- v. Representative from the following sectors:

Goods: Representative from a specific relevant Chamber – Member of the Philippine Chamber of Commerce and Industry (PCCI)

Infrastructure: Representative from the National Constructors Association duly recognized by the Construction Industry Authority of the Philippines (CIAP)

Consulting Services: Representative from project-related profession Organization accredited or duly recognized by the Professional Regulation Commission (PRC) or the Supreme Court Representative or Representative from the Confederation of Filipino Consulting Organization

### B. RESPONSIBILITIES OF THE BAC

1. Recommend to the Head of the Procuring Entity (HoPE), the method of procurement of goods and services, civil works and consulting services;
2. Undertake the advertisement and/or posting of the Invitation to Bid;
3. Determine the eligibility of the prospective bidders;
4. Has the sole authority to receive and open the Bids;
5. Conduct Pre-Procurement and Pre-Bid Conference;
6. Conduct the evaluation of Bids and post-qualification proceedings, when necessary, with the assistance of the TWG;
7. Resolve motions for reconsideration filed by prospective bidders and other concerned parties with respect to the conduct of the bidding process;
8. Recommend the award of contract to the HoPE or a duly authorized representative;
9. Prepare a regular monitoring report to the HoPE;
10. Ensure that the procuring entity and its procurement activities abide by the standards of RA 9184 and its IRR.

### C. SCOPE OF AUTHORITY OF THE BAC

1. **BAC 1 – Requirements with an Approved Budget for the Contract (ABC) of above Five Million Pesos (PhP 5,000,000.00).**
2. **BAC 2 – Requirements with an ABC of Five Million Pesos (PhP 5,000,000.00) and below, regardless of the mode of procurement.**

II. **THE BAC SECRETARIAT FOR BAC 1 AND BAC 2**

The Procurement Division, through its Purchasing Section, shall serve as the BAC-Secretariat to the Bids and Awards Committee 1 and 2.

A. **COMPOSITION**

Chairperson : **Atty. MELINDA D. DEYTO**  
Chief, Procurement Division

Members : **LEAH KATRINA C. MONSANTO**  
**YORAM S. LOPEZ**  
**JAN MIGUEL T. MANUEL**  
**PAUL JOHN A. LANUZA**  
**MARCO PAULO F. RECONES**  
**BEA MARIE ANDREA B. PACLIBAR**  
**RICK JAMES M. RODRIGUEZ**

B. **RESPONSIBILITIES OF THE BAC SECRETARIAT**

The responsibilities of the BAC Secretariat shall be in accordance with the Department of Budget and Management National Budget Circular No. 2015-558 and with the Republic Act No. 9184 and its Implementing Rules and Regulations.

III. **THE TECHNICAL WORKING GROUP (TWG) FOR BAC 1 AND BAC 2**

A. **COMPOSITION**

1. **Technical Working Group**

Chairperson: **ANA MARIA DT. GUATNO**  
Officer-in-Charge, Management Division

Vice-Chairperson: **ANNABELLE T. EDANG**  
Management Division

Pool of Members: **Atty. ABRAHAM P. GUIAO**  
Chief, Research and Regulations Division

**Engr. TEDDY T. CASUCOG**  
Officer-in-Charge, Network Operations Management Division

**JACKY MARN G. HORTALEZA**  
Network Operations Management Division

**CLAIRE ADELENE F. ABENGOZA**  
Litigation and Adjudication Division

**DAVIELYNE B. TORRES**  
Research and Regulations Division

**GENALYN T. ANDRES**  
Food Development Center

**JORILYN A. ROSALES**  
General Services Division



**NOEL G. DATO**  
Accounting Division

**ELVIN RAY C. SABULARSE**  
Accounting Division

***B. RESPONSIBILITIES OF THE TWG***

1. Assist the BAC and the Secretariat in the preparation of the bidding documents ensuring that the same properly reflects the requirements of the Procuring Entity;
2. Assist the BAC in the evaluation of Bids submitted in the public biddings, direct contracts and repeat orders, shopping and for negotiated procurement;
3. Assist the BAC in the conduct of eligibility screening of prospective bidders and in short-listing of prospective bidders, in case of bidding for consulting services;
4. Prepare evaluation reports for consideration and approval of the BAC;
5. Assist the BAC in the conduct of post-qualification activities and prepares the post-qualification summary report for the BAC's approval;
6. Assist the BAC and the Secretariat in the preparation of the resolution recommending the award, with regard to the technical aspect, if necessary;
7. Provide utmost priority to BAC assignments over all other duties and responsibilities, until the requirements for the procurement at hand are completed and shall perform jury duty when so required; and
8. All duties and responsibilities as prescribed are considered as jury duty.

**IV. GRANT OF HONORARIA OR OVERTIME PAY**

In accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184, the Bids and Awards Committee and its Technical Working Group are hereby granted honoraria while the BAC Secretariat is authorized to render overtime services with pay, subject to the guidelines issued by the Department of Budget and Management for the purpose.

**V. FUNDING CLAUSE**

All expenses to be incurred in the conduct of official activities of the Bids and Awards Committee, such as but not limited to, travelling expenses, food and accommodation, among others, are chargeable against OSEC Funds subject to existing Government Accounting and Auditing Rules and Regulations.

**VI. EFFECTIVITY AND REPEALING CLAUSE**

This Order shall take effect immediately and shall remain in force unless revoked. All orders, memoranda and issuances inconsistent herewith are deemed revoked.

Done this 11<sup>th</sup> day of April, 2023.

**DOMINGO F. PANGANIBAN**  
Senior Undersecretary  
Head of the Procuring Entity (HoPE)